

# MEMORANDUM

November 24, 1997

To: Kim Herd  
From: Ronald G. Haron  
Subject: Ethics Orientation

To become familiar with your ethical obligations as a federal employee, please take time to review the two enclosures:

1. The Standards of Ethical Conduct, which summarizes the ethical obligations at 5 C.F.R. Part 2635 (the full set of regulations are available in our office).
2. A pamphlet entitled, "Do It Right," which provides additional information regarding your ethical obligations.

Please let me know if you have any questions.

Enclosures (2)